

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION INC BYLAWS 501c3

ADAPOTED JUNE 2025



UFEFFOUNDATION.ORG

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**Bylaws of the Underwater Forensic & Educational Foundation's
Board Of Directors**

ARTICLE 1 - NAME, MISSION, PURPOSE

Section 1: *Name*

The name of the foundation shall be the **Underwater Forensics & Educational Foundation**.

Section 2: *Mission Statement*

The mission of the Underwater Forensics & Educational Foundation, known also and referred to as the UFEF, is to support the professional development of public safety divers through specialized educational opportunities, while conducting expert underwater forensic searches and recoveries to aid investigations and bring closure to families.

Section 3: *Business Purpose*

The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)3 of the internal revenue code, or corresponding sections of any future federal tax code, and the New Jersey nonprofit corporation act, as amended (NJSA15A:1-1 ET 5EG)

ARTICLE II -COMMITTEE MEMBERSHIP & CHAIRPERSON

Section 1: Application for committee membership shall be open to any nonprofit organization or individuals that support the mission statement in Article 1, Section 2

Section 2: Every Member of the foundation is required to pay an annual fee of \$75.00 to the foundation (Seventy Five Dollars) for dues by the end of January.

Section 3: The position of Chairperson and Assistant Chairperson in each committee shall be bestowed upon a majority vote of the Board of Directors.

Section 4: The Chairperson of the Education Committee, Scholarship Committee, and Fundraising Committee, shall be liaisons on the Marketing Committee.

Section 5: A majority of voting members from each committee of the UFEF shall attend the annual meeting.

Section 6: The Board shall have the authority to establish and define non-voting categories of membership.

Section 7: Every committee will have a recording secretary and shall be required to meet quarterly. The quarterly meeting minutes must be submitted to the board of directors within (1) week of meeting completion.

ARTICLE III – ANNUAL MEETINGS OF MEMBERS

Section 1: The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: *Special Meetings:* Special meetings may be called by the Chairperson, the Executive Director, Assistant Executive Director, Committee, or a simple majority of the Board of Directors.

Section 3: Notice of each meeting shall be given to each voting member, Executive Director, Assistant Executive Director, and the Board of directors by email not less than five days before the meeting.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: *Board Role, Size, Composition*

The Board is responsible for the overall policy and direction of the **UFEF** and delegating responsibility for day-to-day operations to the **UFEF** Executive Director, Assistant Executive Director and committees.

Section 2: The Board shall have up to twenty-one but no fewer than five members and one non-voting chairperson and is given power by the articles of incorporation and organizing documents

Section 3: The Board shall receive no compensation other than reimbursement of reasonable expenses. Nothing in these bylaws shall be construed to prevent any Board member from serving the Foundation in any other capacity and receiving compensation for the services rendered as long as prior approval was granted by the Board.

Section 4: *Meetings*

The Board shall meet monthly and shall hold a chairperson's meeting quarterly (at minimum), at an agreed time and place.

- Section 5: *Board Elections:* Board members shall be elected for a two-year period by the voting representatives of member organizations at the annual general meeting.
- Section 6: The Board shall establish a Governance Committee; The chairperson shall be appointed by the Board to be responsible for anticipating and preventing any conflicts of interest within the foundation. The Chairperson shall appoint an assistant chairperson. Membership of the Governance Committee shall be approved by the Board
- Section 7: *Terms:* All Board members shall serve a two-year term. Board members are eligible for re-election.
- Section 8: *Quorum:* A quorum is achieved when a minimum of forty 2/3 of current Board Members are present prior to the transaction of business, motions proffered, or votes conducted.
- Section 9: *Notice:* An official Board meeting requires that all Board members receive written notice no less than five (5) days prior to the meeting via email or an agreed upon group notification.
- Section 10: *Officers and Duties:* There shall be four (4) officers on the Board consisting of the Chair, the Vice-Chair, the Secretary, and the Treasurer. The Officers shall be elected by the Board at the Annual Board Meeting after the other members are seated. All officers must meet Quarterly with the Board, and their duties are as follows:

The **Chair** shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the committees to preside at each meeting. The Chair is a non-voting member of the Board and may also serve as the Executive Director of the Foundation.

The **Vice Chair** will chair committees on special subjects as designated by the Board and be the liaison between the committees and the Board of Directors. The Vice Chair is a non-voting member of the Board and may also serve as the Assistant Executive Director of the foundation.

The **Secretary** shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distribution of the minutes and agenda to each Board member, and assuring that corporate records are maintained.

The **Treasurer** shall make a report at each Board meeting. The Treasurer shall sit on the Fundraising & Finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 11: *Vacancies*

When a vacancy on the Board exists, nominations for new members may be received from present Board members and members of the organization by the Secretary two weeks prior to a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. Any vacancies filled will only be valid for the remaining term of the vacant Board seat.

Section 12: *Resignation, Termination and Absences*

Any Board Members making the decision to resign, shall submit their resignation in writing to the Secretary. If a member of the organization notifies the Board that their representative is no longer a member of the organization, that individual is no longer eligible to be a member of the Board. A Board Member is no longer eligible to be a Member of the Board if the Member has more than three unexcused absences from Board meetings in a calendar year. A Board member may also be removed for other reasons by a three-fourths vote of the remaining directors.

Section 13: *Special Meetings*

Special meetings of the Board shall be called at the request of the Chair or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member no less than 24 hours in advance.

Section 14: *Responsibilities of the Board of Directors*

1. Develop and implement long-term goals and strategies.
2. Fiscal management and fundraising oversight.
3. Ensure that all applicable federal, state and local laws are followed.
4. Establish and uphold ethical standards, policies, and procedures for the foundation.
5. Provide guidance and support to the Executive Director, Assistant Executive Director, Chairperson, Assistant Chairperson, Treasurer, and all foundation staff.
6. Support all facets of the organization, including but not limited to, fundraising efforts, and advocacy of the organization's mission, goals, and objectives.

Section 15: *Action by Written Consent*

Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be done without a meeting if consent, in writing, sets forth the action to be taken and signed by all Board members. Such consent shall be placed in the minute book of the UFEF and shall have the same full force and effect as a unanimous vote of the Board as if it had been taken at an actual meeting. The Board members' written consent may be executed in multiple counterparts or copies, each of which shall be deemed an original for all purposes. In addition, facsimile signatures and electronic signatures or other electronic "consent click" acknowledgments shall be effective as original signatures

Section 16: *Proxy*

A Board member who is unable to attend a meeting of the Board or Board Committee may vote by written proxy given another voting member of the Board or Committee or designated staff member, that attends the specified meeting. A vote by proxy will not be counted toward the number of Board members needed to be present to constitute a quorum for the transaction of business. A proxy shall not be valid after three months from the date of execution. A proxy shall be revocable unless expressly stated therein to be irrevocable or unless made irrevocable by law.

Section 17: *Removal*

Any officer or agent (e.g., Executive Director) elected or appointed by the Board may be removed at any time by a vote of the majority of the Board, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 18 *Dissolution*

Upon Dissolution of the corporation, Assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the internal revenue code, or corresponding sections of any future federal tax code, or shall be distributed to the federal government, or to any state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is located, Exclusive for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE V - COMMITTEES

Section 1: The Board may create committees as needed, there shall be three standing committees – Executive Committee, Governance Committee, and the Finance Committee. The Board shall elect all committee chairperson. Committee chairperson are recommended to be members of the Board but are not required. Non-board members seeking chairperson positions must be voted in by the UFEF Board of Directors.

Section 2: *Executive Committee*

The four UFEF officers listed in article IV, Section 11, serve as the members of the Executive Committee. The Executive Committee shall meet annually, once per calendar year, before the foundation annual meeting to review the performance of the Board of Directors.

Section 3: *Governance Committee*

The Governance committee will also resolve any conflict-of-interest matters within the Foundation and its affiliates or donors. The Committee also has the power to amend the UFEF Foundation bylaws due to any conflicts of interest that may arise or change of policy. The Committee shall meet quarterly each calendar year and submit meeting minutes to the Board.

Section 4: *Finance Committee*

The Treasurer must chair the Finance Committee, The Committee is responsible for developing and reviewing fiscal procedures, developing a fundraising plan, and annual budget with staff and other board members. The Board must approve the budget, as well as all expenditures, and must stay within budget. Any major change in the budget must be approved by the Board or the Executive Committee in an emergency. The fiscal year shall be the calendar year. Quarterly reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the Foundation are public information and shall be made available to the membership, Board members and the public.

Section 5: *Corporate Law & Policy Committee*

The Corporate Law & Policy Committee is a temporary committee formed to write the UFEF Corporate bylaws under the Board of Directors. This committee will dissolve at the time of the Bylaws being approved by the Board of Directors. The Board of Directors can reinstate this committee if any bylaw changes or corporate policy changes are required beyond the capabilities of the Governance Committee.

ARTICLE VI – EXECUTIVE DIRECTORS

Section 1: *Executive Director*

The Executive Director is hired by the Board. The Executive Director has day-to-day responsibility for the UFEF, including carrying out the Boards goals and Board policy. The Executive Director shall attend all Board meetings, provide regular updates on the progress of the Foundation, answer questions of Board members and carry out duties as described in the job description. The Board may designate other duties as necessary.

Section 2: *Assistant Executive Director*

The Assistant Executive Director will assist the Executive Director in various administrative, operational, and strategic areas. This role supports the overall mission of the UFEF by supporting committees and contributing to the UFEF’s overall mission. The Assistant Executive Director shall attend all Board meetings, provide regular updates on the progress of the Foundation, answer questions of Board members and carry out the duties described in the job description. The Board may designate other duties as necessary.

Section 3: *Directors*

Directors will be voted on by the Board of Directors. The Executive Director will be a non-voting Chair of the Board of Directors, with the Assistant Executive Director being a non-voting Vice Chair of the Board of Directors.

Section 4: Compensation is determined by the Board of Directors and shall be “reasonable”, not excessive, considering factors such as, but not limited to, budget, fiscal responsibility, nature of responsibilities, and duties to the foundation. The board must vote and approve funds at quarterly meetings, with funds distributed by treasurer within thirty (30) days of approval.

Section 5: *Overall Responsibilities of the Executive Directors*

1. Ensuring effective implementation of initiatives for the foundation.
2. Oversee recruitment, onboarding, training, and development of UFEF members.
3. Assist with budgeting, financial planning, and ensuring compliance with financial regulations.
4. Develop and manage relationships with donors and sources of funding.
5. Serve as liaison between the Board and members.
6. Assist with foundation compliance-related tasks.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended, when necessary, by a two-thirds majority of the Board of Directors or by reinstating the Corporate Law and Policy Committee. The proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements. The Executive & Governance Committee will have 30 days to review and vote on change prior to change being adapted into the bylaws.

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**Bylaws of the Underwater Forensics & Educational Foundation’s
Governance Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Governance Committee - Effective Date: May 2025

Article I – Name

The name of this committee shall be “Governance Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II – Purpose

The purpose of the Governance Committee is to:

1. Develop and implement strategies to avoid and resolve conflicts of interest within the foundation, any affiliates, donors, and/or members.
2. Create, review and amend, as necessary, any modifications or deletions of the UFEF bylaws which then would be reviewed and adopted upon a vote of the Board of Directors.
3. Identify, research, and apply any changes of applicable corporate, state or federal laws that may affect foundation bylaws to stay aligned with the UFEF’s stated mission.
4. Cultivate and maintain relationships with the Committee Chair’s and the Board of Directors to stay current and compliant with all applicable state and federal laws.
5. Ensure compliance with all legal and ethical practices within the foundation and its members.

Article III – Governance Guidelines

1. All activities must align with UFEF’s missions, goals and values.
2. The committee shall seek approval from 2/3 of the Board for all initiatives.
3. Bylaw changes must be coordinated with the Executive Director, Executive Assistant and Board of Directors.
4. Any changes shall be recorded and voted on by the Board for final approval.

Article IV – Authority

The Finance Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article V – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VI – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include at least one member of the Board of Directors. Additional members include the Chairperson, Assistant Chairperson, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option of reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.
4. Report progress and recommendations to the committee Chairperson.

Article VII – Meetings

1. The committee shall meet, at a minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.
2. A quorum shall consist of a majority of the committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article VIII – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

**Bylaws of the Underwater Forensics & Educational Foundation's
Finance Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION

Finance Committee - Effective Date: March 2025

Article I – Name

The name of this committee shall be “Finance Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II – Purpose

The purpose of the Finance Committee is to assist the Board of Directors in fulfilling its oversight responsibilities for the financial health of the foundation, including budgeting, financial reporting, internal controls, and financial policies.

Article III – Finance Guidelines

1. All activities must align with UFEF’s missions, goals and values.
2. The committee shall seek approval from 2/3 of the Board for all initiatives.
3. Bylaw changes must be coordinated with the Executive Director, Executive Assistant and Board of Directors.
4. Any changes shall be recorded and voted on by the Board for final approval.
5. The Finance Committee shall:
 1. Review and recommend the annual budget to the Board.
 2. Monitor actual revenues and expenditures against the budget.
 3. Review and propose financial policies, including check-signing authority, expense approval limits, and reserves.
 4. Review monthly/quarterly financial statements.
 5. Oversee financial policies and recommend updates.
 6. Ensure proper internal controls and risk management practices.
 7. Coordinate the annual audit or financial review.
 8. Work alongside a foundation appointed accountant.
 - a. The foundation's certified accountancy will process all tax and account forms that are required by the Federal and State Government.

Article IV – Reporting

The Committee shall report quarterly to the Board of Directors, providing updates on financial matters, budget progress, and any recommended actions.

Article V - Deposits and Expenses

1. *Custody of Funds*

The Treasurer shall have custody of all funds of the organization and shall keep accurate financial records.

2. *Bank Account Management*

a. All funds shall be deposited into an authorized UFEF foundation bank account.

b. The Treasurer is responsible for maintaining and reconciling bank statements.

3. *Deposits*

a. All incoming funds, donations, and other income, must be deposited within five (5) business days of receipt.

b. A record of each deposit, including the source and amount, shall be kept and reported at the next scheduled meeting.

4. *Expenses and Disbursements*

a. All expenses must be approved in advance by a majority vote of the Board (or designated committee).

b. The Treasurer may not issue payments without prior Board approval.

c. All disbursements must be supported by invoices or receipts.

5. *Authorization of Payments*

a. Payments need two signatures (treasurer and board member) or written approval from the President or another authorized officer.

b. No payments shall be made in cash.

6. *Reporting*

a. The Treasurer shall present a financial report at each regular meeting, including current balance, deposits, expenses, and budget comparisons.

b. An annual financial statement must be prepared and submitted at the end of the fiscal year. The fiscal year will be from January 1st - December 31st

7. *Records and Transparency*

a. All financial records shall be kept for at least 7 years and shall be open to inspection by any member upon reasonable request.

b. Digital backups shall be maintained when applicable.

Article VI – Document Retention

In accordance with IRS best practices, the Finance Committee shall ensure:

1. Financial records, including audits, budgets, bank statements, tax filings, and meeting minutes, are kept for at least seven (7) years.
2. Documents are stored securely and accessible for audit, public, or legal purposes.

Article VII – Authority

The Finance Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article VIII – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article IX – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include at least one member of the Board of Directors. Additional members include the Chairperson, Assistant Chairperson, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option for reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.
4. Report progress and recommendations to the committee Chairperson.

Article X – Meetings

1. The committee shall meet, at a minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.
2. A quorum shall consist of a majority of the committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article XI – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article XII – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

**Bylaws of the Underwater Forensics & Educational Foundation's
Education Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Education Committee -Effective Date: April 2025

Article I – Name

The name of this committee shall be “Education Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II: Purpose

Education Committee ("Committee") of the Underwater Forensics & Educational Foundation Inc. ("Foundation") is established by the Board of Directors ("Board") to oversee and advise on matters related Education, Dive Specific, Dive Operations, Dive Organization, & Conduct. The Committee provides guidance and recommendations to the Board to ensure the organization remains at the forefront of education and to ensure a posture of always learning.

Article III – Education Guidelines

1. All activities must align with UFEF’s missions, goals and values.
2. The committee shall seek approval from 2/3 of the Board for all initiatives.
3. Bylaw changes must be coordinated with the Executive Director, Executive Assistant and Board of Directors.
4. Any changes shall be recorded and voted on by the Board for final approval.
5. The Committee’s responsibilities include, but are not limited to:
 1. Dive Related Education:
 - a. Dive Knowledge
 - b. Equipment Standards
 - c. Maintenance Standards
 - d. Team / Diver Integration

2. Operational Education:
 - a. Team Structure Education
 - b. Minimum Standards Education
 - c. Equipment Education
3. Organization:
 - a. EFEF Conduct Standards Education
4. Conduct Education:
 - a. Interacting with Public Education
 - b. On Scene Education
 - c. Interacting with Media Education
 - d. Interacting with Law Enforcement / Other Government Agency (OGA) / Volunteer Team Education
 - e. Interacting as a consultant for Law Enforcement / Other Government Agency (OGA).
5. Reporting findings and recommendations to the Board.

Article IV – Authority

The Finance Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article V – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.
4. Shall sit on the Marketing Committee as a liaison with no voting right.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VI – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include at least one member of the Board of Directors. Additional members include the Chairperson, Assistant Chairperson, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option of reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.
4. Report progress and recommendations to the committee Chairperson.

Article VII – Meetings

1. The committee shall meet, at a minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.
2. A quorum shall consist of a majority of the committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article VIII – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

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**Bylaws of the Underwater Forensics & Educational Foundation's
Dive Operations Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Dive Operations Committee - Effective Date: May 2025

Article I – Name

The name of this committee shall be “Dive Operations Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II – Purpose

The purpose of the Dive Operations Committee is to:

1. Provide highly trained and experienced *volunteer* public safety divers who:
 - a. Perform Underwater victim and evidence recoveries
 - b. Assist investigators with Underwater forensics
 - c. Assist and support Public Safety Dive Teams with all operational needs
2. Be the operational sector of the UFEF, working in unison with outside agencies and the public.
3. Ensure that members always use sound judgement and due regard for safety while operating, ensuring that all goals, objectives, and tasks are met.

Article III – Dive Operations Guidelines

1. All activities must align with UFEF’s missions, goals and values.
2. All divers and support staff will operate under the Board approved standard operating guidelines (SOG).
3. The committee shall seek approval from 2/3 of the Board for all initiatives.
4. Bylaw and/or Standard Operating Guidelines (SOG) changes must be coordinated with the Executive Director, Executive Assistant and Board of Directors.
5. Any changes shall be recorded and voted on by the Board for final approval.
6. Any diver operating on a UFEF Dive Operations must have a waiver and SOG approval form signed and, on file with the committee chairperson, executive director, and board of directors.
7. All divers are recommended to carry their own personal liability dive insurance. The UFEF is not liable for any diver that wishes not to carry their own liability insurance.

Article IV – Authority

The Dive Operations Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article V – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VI – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include at least one member of the Board of Directors. Additional members include the Chairperson, Assistant Chairperson, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option for reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.

4. Report progress and recommendations to the committee Chairperson.

Article VII – Meetings

1. The committee shall meet, at a minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.

2. A quorum shall consist of a majority of the committee members.

3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.

4. Decisions will require final approval by the Board of Directors.

Article VIII – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

Bylaws of the Underwater Forensic & Educational Foundation's

Fundraising Committee

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION

Fundraising Committee - Effective Date: March 2025

Article I – Name

The name of this committee shall be “Fundraising Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II – Purpose

The purpose of the Fundraising Committee is to:

1. Develop and implement fundraising strategies to support UFEF's mission.
2. Organize UFEF fundraisers as approved by the Board of Directors.
3. Identify, research, and apply for grants that align with the UFEF's goals.
4. Cultivate and maintain relationships with donors, sponsors, and grant-making entities.
5. Ensure compliance with all legal and ethical fundraising practices.

Article III – Fundraising Guidelines

1. All fundraising activities must align with UFEF's missions, goals and values.
2. The committee shall seek approval from 2/3 of the Board for all initiatives.
3. Bylaw changes must be coordinated with the Executive Director, Executive Assistant and Board of Directors.
4. Any changes shall be recorded and voted on by the Board for final approval.
5. Grants must be pursued in coordination with the Executive Director, Executive Assistant or Board of Directors.
6. All funds raised shall be properly recorded and submitted to the Finance Committee and allocated per the Foundations' financial policies.

Article IV – Donations and Required Disclosures

1. Funds will be managed by the UFEF Treasurer & Finance Committee
2. The Fundraising Committee will provide donors with either physically or electronically written accurate acknowledgements of all contributions exceeding \$250.
3. Donor acknowledgement documentation must disclose any items or services and their value (if tangible and exceeding \$11.10) UFEF provided to the donor if they have donated \$75 or more, in compliance with IRS Quid Pro Quo disclosures. Documentation must clearly communicate to donors that they can only claim the contribution amount that exceeds the fair market value of the goods or services provided.
4. Donor acknowledgement documentation must contain the following:
 - a. The name of the organization and date of the contribution
 - b. The cash contribution amount; the description (but not value) of any noncash contributions
 - c. A statement that no goods or services were provided by the organization in return for the contribution, if that was the case - or a description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution
 - d. And a statement that goods or services, if any, that an organization provided in return for the contribution consisted entirely of intangible religious benefits, if that was the case.
5. Donor names will not be shared without their consent or direct request. Donation amounts and their nature will be shared in accordance with federal laws.
6. The following documents shall be maintained in an electronic format to be shared publicly in an expedited manner upon request. Any required disclosure document requests must be fulfilled within 2 weeks.
 - a. Annual returns for three years after the due date, including Form 990, 990-EZ, 990-PF, and any Forms 990-T including extensions.
 - b. All Form 990 schedules (except portions of Schedule B), attachments and supporting documents.
 - c. Application for exemption and all supporting documents (ex- Form 1023)
 - d. Determination letter from the IRS that shows the organization has tax-exempt status.
7. Upon request, the Fundraising Committee can provide UFEF volunteers with either physically or electronically written, accurate acknowledgements of unreimbursed expenses supporting the organization exceeding \$250. Receipts must be provided for any out-of-pocket expenses.

- a. The acknowledgment letter should include a description of the services provided by the donor, a description and good faith estimate of the value of any goods or services that the organization provided in return for the contribution and a statement that goods or services provided in return for the contribution consisted entirely of intangible religious benefits, if that was the case.

Article V – Authority

The Fundraising Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article VI – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.
4. Shall sit on the Marketing Committee as a liaison with no voting right.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VII – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include at least one member of the Board of Directors. Additional members include the Chairperson, Assistant Chairperson, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option of reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.
4. Report progress and recommendations to the committee Chairperson.

Article VIII – Meetings

1. The committee shall meet, at a minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.
2. A quorum shall consist of a majority of the committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article IX – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article X – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

**Bylaws of the Underwater Forensics & Educational Foundation’s
Scholarship Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Scholarship Committee - Effective Date: May 2025

Article I – Name

The name of this committee shall be “Scholarship Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II – Purpose

The purpose of the Committee is to oversee and manage scholarship awards that support individuals or teams that engage in underwater forensics and investigation, including but not limited to students, researchers, and professionals in the Public Safety Diving field.

Article III – Scholarship Guidelines

Section 1. Scholarship Award Process

1. Develop criteria on a case-by-case basis for scholarship eligibility and submit to the Board for approval
2. Review applications and select recipients based on merit and need.
3. Ensure transparency and fairness in the selection process.

Section 2. Reporting

The Committee shall submit quarterly reports to the Board of Directors detailing scholarship awards, and financial summaries.

Article IV – Authority

The Scholarship Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article V – Leadership

As of the founding of UFEF, the following individuals have been appointed
Chairperson: Chris Rupert
Assistant Chairperson & Secretary: John Bota

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.
4. Shall sit on the Marketing Committee as a liaison with no voting right.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VI – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include, at least one member of the Foundation’s Board of Directors. Additional members include Chairman, Assistant Chairman, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option for reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.

4. Report progress and recommendations to the committee Chairman.

Article VII – Meetings

1. The committee shall meet, at minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.

2. A quorum shall consist of a majority of the committee members.

3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.

4. Decisions will require final approval by the Board of Directors.

Article VIII – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

**Bylaws of the Underwater Forensics & Educational Foundation’s
Sponsorship Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Sponsorship Committee - Effective Date: May 2025

Article I – Name

The name of this committee shall be “Sponsorship Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II – Purpose

The purpose of the Committee is to oversee and manage sponsorship programs that support underwater forensics and investigation, including but not limited to Manufacturer, researchers, and professionals in the Public Safety Diving field.

Article III – Sponsorship Guidelines

Section 1. Sponsorship Program Oversight

The Committee shall establish and maintain Board Approved sponsorship programs that align with the UFEF’s mission.

Section 2. Reporting

The Committee shall submit quarterly reports to the Board of Directors detailing sponsorship activities & progress, along with any financial summaries.

Article IV – Authority

The Sponsorship Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article V – Leadership

As of the founding of UFEF, the following individuals have been appointed
Chairperson: James Finneran
Assistant Chairperson & Secretary: Tim Andro

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VI – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include, at least one member of the Foundation’s Board of Directors. Additional members include Chairman, Assistant Chairman, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option for reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.
4. Report progress and recommendations to the committee Chairman.

Article VII – Meetings

1. The committee shall meet, at minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.
2. A quorum shall consist of a majority of the committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article VIII – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

**Bylaws of the Underwater Forensics & Educational Foundation’s
Special Operations & Technology Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Special Operations & Technology Committee - Effective Date: April 2025

Article I – Name

The name of this committee shall be “Special Operations & Technology Committee” of the Underwater Forensics & Educational Foundation (known as and referred to as UFEF or “the Foundation”).

Article II - Purpose

The Purpose of the Special Operations & Technology Committee is to:

1. Oversee and advise on matters related to special operations, security, technology advancements, and strategic innovation.
2. Provides guidance and recommendations to the Board to ensure the organization remains at the forefront of operational effectiveness and technological innovation.

Article III – Special Operations & Technology Guidelines

1. Conduct research and provide recommendations on special operations and technology matters.
2. Review and assess security, operational efficiency, and emerging technological trends.
3. Collaborate with internal departments and external consultants as needed.
4. Make recommendations for resource allocation to the Board.
5. Monitor compliance with regulatory, security, and operational guidelines.
6. Assessing and recommending strategic technological investments.
7. Evaluating operational risks and proposing mitigation strategies.
8. Overseeing cybersecurity measures and data protection policies.
9. Review and advise on Board approved special operations initiatives.

10. Ensuring alignment between technology strategy, organizational goals and the UFEF's mission.

11. Report all findings to the board. The Committee must get confirmation from the governance committee that there are no conflicts of interest along with the Board of Director Approval prior to any thing being launched or implemented into the UFEF.

Article IV – Authority

The Special Operations & Technology Committee operates under the authority granted by the Board of Directors and shall make recommendations, but not binding decisions, unless explicitly authorized by the Board.

Article V – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any Governance issues.
3. Ensures compliance with the Foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serve as Secretary and will submit committee meeting minutes to the Board of Directors within one (1) week of each meeting.

Article VI – Membership

Section 1 – Composition:

The committee shall consist of, at minimum, three members, which shall include at least one member of the Board of Directors. Additional members include the Chairperson, Assistant Chairperson, and Staff.

Section 2 – Appointment and Term:

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option of reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in tax, law, or bylaw initiatives within the UFEF.
2. Attend at least fifty percent of committee meetings on a yearly (Calendar Year) basis.
3. Maintain ethical standards and compliance with all relevant laws.
4. Report progress and recommendations to the committee Chairperson.

Article VII – Meetings

1. The committee shall meet, at a minimum, quarterly each calendar year. Additional meetings will be scheduled as needed.
2. A quorum shall consist of a majority of the committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article VIII – Conflict of Interest

All committee members shall disclose any potential conflicts of interest and recuse themselves from participating in decisions where a conflict may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

**Bylaws of the Underwater Forensics & Educational Foundation's
Scientific Diving Committee**

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION
Scientific Diving Committee Effective Date: October 2025

Article I – Name

The name of this committee shall be the Scientific Diving Committee (the "Committee") of the Underwater Forensics and Educational Foundation (the "Foundation").

Article II – Purpose

The purpose of the Committee is to oversee and manage requests for assistance within the underwater scientific research realm. This can include but is not limited to assessment, training recommendations, resource management, and diver management.

Article III – Membership

Section 1 – Composition

The committee shall consist of at least five members, including at least one member of the Organization's Board of Directors. Non-Board Members may be chairman after the Board of Directors Approves the applicant. Additional members include Chairman, Assistant Chairman, and Staff.

Section 2 – Appointment and Term

1. Committee members shall be appointed by the Board of Directors or the Executive Director.
2. Members shall serve a term of 2 years, with the option of reappointment.

Section 3 – Responsibilities

Committee members shall:

1. Actively participate in all wherever they can under the direction of the Chairman.
2. Attend committee meetings regularly.
3. Adhere to ethical standards and comply with relevant laws.
4. Report progress and recommendations to the committee Chairman.

Article IV – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all committee meetings, in their absence, the Chairperson will select another committee member to take meeting minutes.

As of the founding of UFEF, the following individuals have been appointed

Chairperson: John A Bota

Assistant Chairperson & Secretary: TBD

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any requests.
3. Ensures compliance with the Foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serves as Secretary and will submit committee meeting minutes to the Board of Directors within 1 week of each meeting.

Article V – Meetings

1. The committee shall meet at least quarterly each calendar year. Additional meetings will be scheduled as needed. All minutes will be submitted to the Board of Directors within 14 days.
2. A quorum shall consist of a majority of committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article VI – Responsibilities & Procedures

Section 1. Scientific Dive Assessment

1. The committee shall evaluate all requests to review for acceptance as a scientific dive
2. The committee shall determine procedures and goals requested for data collection
3. The committee shall compile a list of specific project needs
4. The committee shall compile a list of specific project hazards
5. The committee shall forward all information to the Dive Operations Committee
6. The committee shall forward all information to the Board of Directors

Section 2. Scientific Dive Execution

1. The committee shall provide a representative to ensure the goals remain as specified
2. The committee shall provide a representative to oversee and answer any questions regarding goals and procedures

Section 3. *Reporting*

1. The committee shall compile a report of all activities and data collected on a case-by-case basis
2. The committee shall present an annual report to the Board of Directors including all activities.

Article VII – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the committee.

These bylaws establish the governance and operational framework for the Scientific Diving Committee, ensuring accountability and effectiveness in supporting individuals in Scientific Diving for research, data collection, and associated educational opportunities.

Bylaws of the Underwater Forensics & Educational Foundation's

SCUBA/SSA Fatality Equipment Standards Sub-Committee

UNDERWATER FORENSICS & EDUCATIONAL FOUNDATION

SCUBA/SSA Fatality Standards Sub-Committee Effective Date: October 2025

Article I – Name

The name of this committee shall be the SCUBA/SSA Fatality Standards Sub-Committee (the "Committee") of the Underwater Forensics and Educational Foundation (the "Foundation"). This committee shall fall under the span of control of the Dive Operations Committee.

Article II – Purpose

To develop a SCUBA/SSA diving accident/incident equipment investigation standard operating procedure using the most up to date published reference material. The end documents will be a guide to investigative agencies within the Authority Having Jurisdiction (AHJ) to review and interrogate the processes, people, and equipment involved in the mishap. Provide a dynamic list of references and contacts for an AHJ to include, but not limited to subject matter experts, equipment manufacturers, standard and regulatory agencies, and equipment diagnostic evaluators. These documents are not legal advice, but recommendations on how to investigate a diving mishap.

These documents are focused on recommendations to investigate recreational and public safety SCUBA/SSA diving equipment after an accident/incident. All SCUBA/SSA incidents must receive a thorough review to identify the potential causes or contributing factors and determine corrective measures to prevent future mishaps. SCUBA/SSA equipment investigation is necessary when the malfunction, inadequate equipment performance, unsound equipment operation, and/or maintenance procedures may be among the determining and/or contributing factors that led to the incident.

Article III – Membership

Section 1 – Composition

The committee shall consist of at least five members, including at least one member of the Organization's Board of Directors. Non UFEF Members cannot be chairman of a sub-committee within the UFEF.

Section 2 – Appointment and Term

1. Sub-Committee members shall be appointed by the Board of Directors or the Executive Director, along with the chair of the Dive Operations Committee.
2. Members shall serve a term of 2 years, with the option of reappointment.

Section 3 – Responsibilities Committee members shall:

1. Actively participate in all wherever they can under the direction of the Chairperson.
2. Attend sub-committee meetings regularly.
3. Adhere to ethical standards and comply with relevant laws.
4. Report progress and recommendations to the sub-committee Chairperson.

Article IV – Leadership

Section 1 – Officers

The committee shall have a Chairperson and an Assistant Chairperson, both appointed by the UFEF Executive Director and approved by the Board of Directors. The Assistant Chairperson will also serve as Secretary for all sub-committee meetings, in their absence, the Chairperson will select another sub-committee member to take meeting minutes.

As of the founding of UFEF, the following individuals have been appointed

Chairperson: Tim Andro

Assistant Chairperson & Secretary: Eric Moritz (Dive Operations Chairperson)

Section 2 – Duties

Chairperson:

1. Leads meetings and sets the agenda.
2. Coordinates with the Board and Executive Director on any requests.
3. Ensures compliance with the Foundations policies.

Assistant-Chairperson:

1. Assists the Chairperson and acts in their absence.
2. Serves as Secretary and will submit sub-committee meeting minutes to the Board of Directors within 1 week of each meeting.

Article V – Meetings

1. The sub-committee shall meet at least quarterly each calendar year. Additional meetings will be scheduled as needed. All minutes will be submitted to the Board of Directors within 14 days.
2. A quorum shall consist of a majority of committee members.
3. Decisions shall be made by a simple majority vote of those present. Tied votes shall be considered a no vote and do not pass.
4. Decisions will require final approval by the Board of Directors.

Article VI – Procedures & Reporting

Section 1. Procedures

This sub-committee will develop both recreational and public safety diver procedures that STATE the requirements of a SCUBA/SSA diving accident/incident equipment investigation. Using the most up to date industry standard references, such as US Navy Dive Manual, OSHA 1910 Subpart T, NFPA 1953, and NFPA 1006, this sub-committee will develop recommended investigative procedures and processes to investigate a recreational or public safety dive mishap. These procedures and processes (P/P) will guide jurisdictional investigators in the review and assessment of the processes, people, and equipment involved in the mishap. As such, a separate work group for each of the investigative areas will research and develop P/P for each area. The sub-committee will then merge area P/P into a consolidated document.

Section 2. *Reporting*

The sub-committee shall compile a report of all activities and progress that will be presented to the board each quarter by the sub-committee chairman. The sub-committee is also required to provide an annual report to the Board of Directors.

Article VII – Amendments

These bylaws may be amended by a majority vote of the Board of Directors upon recommendation from the sub-committee.

These bylaws establish the governance and operational framework for the SCUBA/SSA Fatality Standards Sub-Committee, ensuring accountability and effectiveness with